



# Kessingland Parish Council

## Terms of Reference for the Leisure, Community & Engagements Committee

### Governance

The Leisure, Community & Engagements Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

### Meetings

Meetings are to be held bi-monthly but extra-ordinary meetings will be called if required.

### Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be three members. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

### Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant leisure and amenity matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

### Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

#### **Maintenance of Open Spaces and Assets on Parish Council Owned Land**

- To deal with all issues that relate to the Parish Council's assets and areas of open spaces, including allotments and the marshes. To include but not be limited to grounds maintenance and general maintenance of playing fields and open space, play areas, bus shelters, litter bins, dog bins, grit bins and benches within the ownership of the Parish Council.
- The Committee has overall responsibility for the upkeep and maintenance of all village assets and will have delegated power to authorise any expenditure incurred in relation to the maintenance and upkeep of Parish Council assets or for the purchase of any equipment / machinery from the Planned Repairs and Maintenance and War Memorial

Maintenance areas of the Leisure section of the budget up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £15,000 or Full Council itself for amounts over £15,000.

- To review, in conjunction with the Clerk, the provision of the ground's maintenance service, including all contracts, and to develop a rolling maintenance programme for the future upkeep of Council assets, including future budgetary estimates, and to make recommendations to the Finance & Governance committee for any matters up to £15,000 or to Parish Council for those above £15,000.
- To review any playground/open space safety assessment practices and reports in conjunction with the Clerk and to recommend proposed courses of action to the Finance & Governance committee & Parish Council.
- To undertake research and investigate opportunities for obtaining grants for improving/extending leisure and amenities projects, whether by the Parish Council alone or led by the Parish Council in partnership with other bodies.

#### **Allotments**

- The Clerk to maintain a record of allotments and allotment holders. They will advise the Parish Clerk of those allotment holders who are not complying with the terms and conditions of their rental.
- Any action that needs suspension or eviction of an allotment holder will not be taken until this LCE committee has been made aware of the circumstances, and it will be the LCE committee that will make the final decision.
- To review the annual allotment Health and Safety and Risk Management Reports and, in conjunction with the Clerk, consider any appropriate action required and make recommendations to Parish Council as required.
- To review allotment provision and any improvements required to provision or allotment sites and consider financial implications.

#### **Kessingland Beach**

- To keep an overview of Kessingland Beach and Promenade area through the activities of the Beach Wardens and to report the need for any works to East Suffolk Council/East Suffolk Services, the Environment Agency or other relevant body, as appropriate.

#### **Kessingland Events Group**

- The Committee will incorporate the Kessingland Events Group (KEG) which will continue and work with the Committee. The meetings of KEG will precede the regular meetings of the Committee so that any discussion or recommendations coming from the KEG meeting which need council approval or funding may be formally discussed by the committee and action decided by the committee where it has the delegated responsibility or referred to another committee or Parish Council where it does not. KEG may have representatives from other organisations in the Parish who will have voting rights except on areas which impact on Council policy or finance. The exception to this is where it relates to the Council's ringfenced Kessingland Events Group (KEG) Reserve which is derived from events fundraising. This later will still need referral to the committee

however the committee should ratify except under exceptional circumstances, i.e. where it might break council policy or the law

- To determine and review the Council's Events Strategy
- Develop an annual calendar of events for the Parish including annual events (such as Remembrance Day, Holocaust Memorial Day etc.)
- Promote any Council events within the Council and to the wider community
- Liaise with other organisations concerning parish wide events and Council involvement in those events
- Be the contact point and liaise with clubs and organisations within the Parish
- Work with clubs and organisations regarding Kessingland Parish Council grants
- Make recommendations on budgets for events within the Events section of the budget or the Events Working Party Reserve up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £15,000 or Full Council itself for amounts over £15,000. This excludes the KEG earmarked reserve which the committee can allocate spending above the £500 limit where it is funding derived from fundraising rather than the precept.
- Working with the Clerk to organise the annual Village Christmas Tree where the Clerk and Committee have delegate authority to approve spending up to the maximum amount of the budget.
- Working with the Clerk the committee will develop and review the council's communication strategy to include the newsletter, website, social media and paper communications excluding correspondence.
- The Editor of the newsletter will be a member of the committee and the budget for the newsletter will fall under the committee's remit under the same level of authorization listed above.
- Working with the Clerk, the committee will have responsibility for the council's social media.
- Whilst the Clerk has overall responsibility for the website, the committee will work with the Clerk on the design and maintenance of the council's website.
- Working with the Clerk, the committee will carry out surveys on behalf of the council.
- The committee will be responsible to reviewing the council's Community Engagement Policy and make recommendations to the Parish Council.

## **Climate**

- To consider the environmental and climate change implications of current Council activities, contracts and policies in regard to the Council's declaration of a Climate Emergency.
- To consider and implement or recommend proposals to further the Council's Climate Emergency declaration and to work with other committees to help them fulfil their Climate Emergency and environmental responsibilities.
- To consider and develop Green Space provision across the parish and make recommendations to the Parish Council with regard to Green Spaces.
- To promote climate and environmental issues and encourage positive climate and environmental activities and behaviours across the parish.
- To develop a Climate Emergency and Environmental Plan for the Council and to review and maintain that plan once adopted.
- To consider and make applications for funding which would enable development and/or progressing of the Council's Climate Emergency and Environmental Plan in conjunction with the Clerk and the Finance & Governance Committee.
- To connect with other appropriate councils and organisations to research and progress the Council's Climate Emergency and Environmental Plan.

### **Culture**

- To identify any building or village asset that can be designated a non-heritage asset as determined by The National Planning Policy Framework (paragraphs 126 – 141), that East Suffolk Council (ESC) considers fulfilling the criteria for local listing.
- In conjunction with ESC maintain and periodically review a list of historic/ heritage assets within Kessingland, in order to protect heritage assets in the village in accordance with ESC Policy CS17 (see page 13 of Kessingland Neighbourhood Plan).
- To promote awareness of the historic/heritage assets in Kessingland.
- To research and make recommendations to Kessingland Parish Council in respect of any specific heritage assets.
- To initiate or promote new council projects to promote and provide a diverse range of cultural and heritage activities and appreciation across the parish and to work with the Events and Communications Committee to ensure sustainability of cultural activities.

### **Community**

- To develop the Council's Hidden Needs Forum and work with village organisations; local, county, regional and national organisation and other councils to develop provision of Hidden Needs information and services for the benefit of the community of Kessingland.
- To investigate, research, implement and apply for funding (as allowed by the committee's delegations) to reduce all forms of deprivation and isolation within the parish.

- To act as the liaison point, in conjunction with the Clerk, for East Suffolk Council's Community Partnership Boards and Communities Team apart from areas regarding youth activities provision.
- To develop ongoing community consultation over issues within the parish in conjunction with the Clerk and this committee.

### **Development**

- To develop and cost a rolling, five-year plan for village improvements in consultation with the local community.
- To progress that plan, in line with Council priorities and to authorise incurred in relation to that plan from the Parish Improvement Fund up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £15,000 or Full Council itself for amounts over £15,000.
- To consider, assess and make recommendations on future development opportunities for the Council as well as national, regional and local developments and policies which may affect the council.

### **Record of Amendments**

11/24 Amended to remove information regarding the youth café as this is not dealt with by this committee.

I certify that this policy was adopted at a meeting of the Kessingland Parish Council held on the

Signed

Dated

Cllr. S. James

CHAIR, Kessingland Parish Council